

EFFECTIVE

Upon Receipt.

SUBJECTS**1) Negative
Action Notices****ASM 362; RFF 1212, 1212A; SRM 161**

The Services Negative Action Notice (DHS-1212) has been revised into two (2) separate forms and renamed the Advance Negative Action Notice (DHS-1212) and the Adequate Negative Action Notice (DHS-1212a).

Advanced Negative Action Notice DHS-1212

The Advance Negative Action Notice (DHS-1212) is generated on ASCAP when the following reasons are selected:

- Reduced - decrease in payment.
- Suspended - payments stopped but case remains open.
- Terminated - case closure.

Adequate Negative Action Notice DHS-1212a

The Adequate Negative Action Notice (DHS-1212a) is generated on ASCAP when cases are denied.

The Hearing Request form (DCH-0092) is also generated when either the DHS-1212 and DHS-1212a are printed and is to be mailed along with the negative action notice.

Reason: Forms were revised to ensure compliance with federal regulations for the state plan.

**2) Recoupment
Letters****ASM 311, 363; RFF 566, 567; SRM 181**

DCH has the appropriation for the Home Help program and is responsible for recoupment of overpayments. The adult services worker notifies the client or provider in writing.

The **DHS-566**, Recoupment Letter for Home Help and the **DHS-567**, Recoupment Letter for AFC/HA, were created to provide a

standard letter for workers to use when notifying clients/provider of overpayments.

Reason: Policy clarification and work relief.

Old Policy: The recoupment notice was a manually generated form. Information required when providing notice of recoupment to the client is now included in the DHS-566 and DHS-567 letters.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

SRM 161

SRM 181

SRM 234

Changed Items (link changes only) ...

SRG GLOSSARY

SRM 131

SRM 132

SRM 151

SRM 152

SRM 171

SRM 173

SRM 265